



SECTION M – REHABILITATION SERVICES

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Policy - Section M - Rehabilitation Services

I. Rehabilitation–Policy

The Laboratory will provide special assistance to employees who become disabled when such disabilities substantially limit their work activities. This assistance shall include information about vocational rehabilitation services, reasonable accommodation, and, for career employees, except flexible term employees, who have completed six months of continuous service at half time or more without a break in service, special selection procedures.

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Policy - Section M - Rehabilitation Services

II. Responsibility

The Human Resources Manager is responsible for administration of the rehabilitation policy.
(See Procedure M.III.)

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Policy - Section M - Rehabilitation Services



III. Vocational Rehabilitation

An employee who becomes disabled shall be informed of the availability of vocational rehabilitation services as soon as such services are appropriate. ([See Procedure M.III.](#))

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IV. Reasonable Accommodation

The Human Resources Manager shall assure that the position held at the onset of the illness or injury, if still available, is analyzed to identify essential functions (critical or important tasks) and conditions of the work environment to aid in determining if reasonable accommodations can be made for the disability. If necessary, a similar analysis for accommodations shall be conducted of other vacancies for which the employee has applied and is otherwise qualified.

The employee is responsible for providing medical documentation to assist in understanding the nature of any accommodation for a disability. Such statement shall relate specifically to the job analysis information provided by the Human Resources Manager and shall be subject to confirmation by the Laboratory's Health Services Department or a Laboratory-appointed physician. The Laboratory shall pay the cost of any such confirmation.

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V. Trial Employment

When recommended by the Human Resources Manager ([see Procedure M.III.](#)), a disabled employee or former employee may be offered temporary trial employment to evaluate the employee's interests and abilities. The length of this trial employment, which shall not exceed one year, shall be determined by the Human Resources Manager in consultation with the employing department head/division leader. A separated employee rehired for a trial employment period shall be rehired as a temporary employee.

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VI. Special Selection for Other Positions

A career employee, except a flexible term employee, who has completed six months of continuous service at one-half time or more without a break in service, who becomes disabled, and who has received vocational rehabilitation services, may be selected for a position without the requirement that the position be posted when approved by the Human Resources Manager. ([See Section B.I.3., "Posting Vacancies".](#))

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Procedure - Section M - Rehabilitation Services

III. Vocational Rehabilitation—Procedure

An Employee Rehabilitation Committee assists the Human Resources Manager in the administration of the Rehabilitation policy. The committee includes an accredited Vocational Rehabilitation counselor, the Laboratory's consulting psychologist, an agent of Applied Risk Management, as appropriate, and representatives of the Personnel Operations Division, the AA/EEO Programs Division, the Hazards Control Department, the Health Services Department, and Staff Relations.

Employees may be self-referred or referred by their department head/division leader to the Committee. Inquiries should be addressed to the Vocational Rehabilitation Counselor. (See Laboratory Telephone Directory.)

The Committee, chaired by the Vocational Rehabilitation Counselor, evaluates all available information as to the cause and nature of the illness or disability, the extent of functional impairment, the prognosis, the employee's alternative skills and abilities, and the University-sponsored paid leave and insurance benefits available.

Where feasible, based on the above information, the Vocational Rehabilitation Counselor, assisted as needed by appropriate Committee members, develops and implements a rehabilitation plan in collaboration with the employee and his/her department head/division leader. The plan may involve accommodations such as

- Reduced time.
- Modified work assignment.
- Alterations to work station.
- Adaptive devices.
- Counseling and/or therapy.
- Reassignment/transfer.
- Special training.
- Referral to non-Laboratory agencies.



In the event that rehabilitation efforts are not feasible or are unsuccessful, the employee shall be referred for counseling regarding remaining sick leave and group insurance benefits, retirement options, and the possibility of separation under the Medical Separation policy. ([See Section K, Part VI.](#))

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For policy-related questions, contacts are:
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For web-related questions about this page, contact: [Workforce Planning and Analysis, SEDD](#)

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